



To register for the Medical Reserve Corps Workshop 2009 you must have an account on TRAIN.

- If you do not have already have an account on TRAIN please follow the direction under [How to Create Your Train Account](#) and the directions under [Registering for Medical Reserve Corps Workshop 2009](#).
- If you already have an account on TRAIN please follow the directions under [Registering for Medical Reserve Corps Workshop 2009](#).

How to Create Your Train Account

1. Type "ky.train.org" into the address field of your browser to get to the **KY TRAIN** site. (Remove the http:// and/or www)
2. Click on "Create Account" which appears underneath the login on the left hand side of the screen. (Should only do this once. If login name or password has been misplaced contact Hardin Stevens at 502-564-4990 Ex 3639 or by email at: hardin.stevens@ky.gov).
3. Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). **Do not hit the "Back" button at any time during the registration process.**
4. Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be posed as a security measure during the password retrieval process. Click "Next" when finished.
5. On the resulting page, you will be asked to provide your location, job role and additional professional information. Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.
6. MRC Member – Leave this unchecked unless you are a member and Click "Next".
7. On the resulting page, please select the 3 settings that best fit your work environment. Click "Next" when finished.
8. On the resulting page, additional demographic information will be requested. This information is not required for registration. Click "Continue" to finish registering for **TRAIN**. You are now free to enter the site.

Note: Learner information can be edited at any time after registration under "My Account" of the My Learning Record. **It is important to keep this information current.**

Write Down Your Login Name and Password!

The screenshot shows the 'Member Login' interface. It includes a 'Login Name:' field, a 'Password:' field, a 'Login' button, and a 'Forgot Your Password?' link. Below these is a 'Create Account' button. At the bottom, there is a section titled 'Become A Course Provider' with a sub-link 'To add your courses to the TRAIN system,' and a 'Become a provider' button.

REGISTER FOR The Medical Reserve Corps Workshop 2009

- Logon to: ky.train.org (remove the http:// and/or the www)
- Enter the Login Name and Password that you established when you registered as a T.R.A.I.N. learner.
 - (If you have not registered as a T.R.A.I.N. learner click the Create Account and follow the Becoming an Initial User instructions that are attached.)
 - **If an account has been set up, but you have misplaced Login Name or Password contact: Hardin Stevens at 502-564-4990 Ex 3639 or by email at: hardin.stevens@ky.gov**
 - Click the Login button
- Enter the Course ID Number in the "Search By Course ID" box on the right side of the Homepage
 - ID Number is [1016842](#)
- Click the title of the course/offering
- Click the Registration Tab
- Click the session that best fits you: Pharmacy or Physicians & Nurses or Social Workers & Public Information Officer or Non-Medical/Administrative
- Select from the Credit Type dropdown the appropriate credit type (Do not choose "None").
- Click on the Register button to the right of the session location. (Screen will refresh)
- Click on the Home Tab
- Click on My Learning under the My Learning Record to confirm that registration went through.
(Course(s) you are currently registered for will appear in center of page.)

If you have any problems registering your account on TRAIN or registering for The Medical Reserve Corps Workshop 2009, please contact Hardin Stevens at 502-564-4990 EX 3639 or by email at: hardin.stevens@ky.gov